



Department of Parks and Recreation
Division of Boating and Waterways

**Quagga and Zebra Mussel Infestation Prevention Grant Program
(QZ Grant Program)
2018/19 Grant Cycle Guidelines**



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INTRODUCTION

The Department of Parks and Recreation Division of Boating and Waterways' (DBW) mission is to provide safe and convenient public access to California's waterways. DBW can fulfill this mission, in part, through the Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant) pursuant to Harbor and Navigation Code, § 675 et. seq.

This Grant Program provides funding to entities who are the managers or owners of a reservoir(s) open to the public, for the development and implementation of a Quagga/Zebra Mussel Infestation Prevention Program (Prevention Program). Prevention programs shall include public education, monitoring, and management of the recreational activities allowed at the reservoir(s). These entities may include, but are not limited to:

- Cities
- Counties
- State Agencies
- Federal Agencies
- Districts
- Non-Profit Organizations (501)(c)(3)
- Federally Recognized Tribes

RESERVOIR

Defined under California Water Code, Division 3, Part 1, Chapter 1, § 6004.5, a "reservoir" is defined as "any reservoir which contains or will contain the water impounded by a dam."

Section 6002. "Dam" means any artificial barrier, together with appurtenant works, which does or may impound or divert water, and which either (a) is or will be 25 feet or more in height from the natural bed of the stream or watercourse at the downstream toe of the barrier, as determined by the department, or from the lowest elevation of the outside limit of the barrier, as determined by the department, if it is not across a stream channel or watercourse, to the maximum possible water storage elevation or (b) has or will have an impounding capacity of 50 acre-feet or more.

FUNDING AND PROJECTS

Funds are available through the 2018/19 QZ Grant Program for either a:

- Tier 1 – Planning/Assessment Project, for the development or improvement of a Prevention Plan, in accordance with Fish and Game Code Section 2302 and California Code of Regulations (CCR), Title 14, Section 672.1(b); or a
- Tier 2 – Implementation Project for the implementation of a Prevention Program. In order to qualify for a Tier 2 grant, applicants must upload a letter from the California Department of Fish and Wildlife (CDFW), in OLGA, stipulating that their Prevention Plan has been accepted by CDFW.

The Project must be completed within the two year grant term.

The maximum limit of funding for each project type is as follows:

- \$200,000 for Planning/Assessment Projects.
- \$400,000 for Implementation Projects.

An application can only consist of one Project, either a Tier 1 or a Tier 2 Project, for up to two reservoirs.

- If more than one reservoir is included in a single application, the Project must be the same for both reservoirs. For example: if the project is a Tier 2 Project involving watercraft inspection, then this Project needs to be the same at both reservoirs. If multiple Projects are submitted in a single application, or if more than two reservoirs are included in a single application, then application will be rejected/disqualified.
- While an application can only consist of a single Project, an applicant can submit more than one application (i.e. can apply for more than one Tier 1 Project, or more than one Tier 2 Project); if doing so, applications must be prioritized by the applicant with in the On-Line Grant Application (OLGA) system.

Once an application is submitted into OLGA, project components cannot be modified unless DBW or the QZ Grant Review Team, as communicated by DBW, requests a modification to the project.

ELIGIBILITY

In order for an applicant to be eligible to receive funding, Harbors and Navigation Code, § 675 et. seq. set forth three eligibility requirements. The eligibility requirements are:

- Applicant must own or manage a reservoir, or manage some aspect of the water in the reservoir, which could include the recreational aspects of the water in a reservoir, where recreational activities are permitted pursuant to Harbors and Navigation Code 676.1 and Fish and Game Code (FGC) § 2302. Documentation is required, see below.
- The applicant must demonstrate that the reservoir is uninfested with quagga or zebra mussels (dreissenid mussels). Early-detection mussel monitoring data is required.
- The reservoir must be open to the public for recreational activities.

SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS

The entire application process will be completed through the Online Grant Application (OLGA) tool.

STATEMENT OF ELIGIBILITY

The Statement of Eligibility is used to determine whether the applicant is eligible to submit an application. In the Statement of Eligibility, the applicant must address the following eligibility criteria:

1. Ownership or Management authority in the reservoir(s):
 - To document that the applicant has ownership authority over the reservoir, the applicant is required to provide the water license/rights/legislative code (e.g., California Water Code etc.) or grant deed that declares them owners of the

reservoir.

- To document that the applicant has the appropriate management authority over the reservoir, the applicant is required to provide the contract between the owner of the reservoir and the applicant that demonstrates that the applicant has authority to conduct the following activities at the reservoir, including but not limited to:
 - Manage the reservoir, or manage some aspect of the water in the reservoir, which could include but is not limited to the recreational aspects of the water in the reservoir;
 - Apply to DBW for a QZ Grant;
 - Construct, operate, and maintain the appropriate infrastructure, as applicable;
 - Post signage, as applicable;
 - Prepare Prevention Plan documentation in accordance with Fish and Game Code Section 2302 and California Code of Regulations Title 14, Section 672.1(b) requirements, as applicable;
 - Monitor for water chemistry and quagga and zebra mussels;
 - Conduct and monitor boater inspection and decontamination activities, as applicable; and
 - Conduct public/boater outreach for the reservoir; as applicable.
- The applicant is also required to identify the specific page and/or paragraph number within the document that identifies the ownership or the management authority over the reservoir.

2. Uninfested Reservoir(s):

To demonstrate that the reservoir is uninfested, the applicant is required to provide QZ early-detection mussel monitoring data. Data must be uploaded into OLGA with the application. The data can either be collected on a datasheet provided by the California Department of Fish and Wildlife (CDFW) or another format can be utilized, as long it includes minimum information, listed below.

Data shall include results from surface surveys, artificial substrates and/or plankton tows. Consult with CDFW staff for recommended method and frequency of QZ early-detection mussel monitoring for your reservoir. For contact information for CDFW staff, visit: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>

CDFW's early-detection protocols and datasheets are available at:
<https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>

If using own format, minimum information includes:

- Reservoir name;
- County;
- Sampling date;
- Name and contact information of person who conducted the sampling;
- Sampling method type (plankton tow(s), artificial substrate, or surface survey);

- Sampling method used (reference the document that described the methodology used);
- Depending on the method used, report: tow volume or surface area (square or linear metric) sampled;
- For plankton tows:
 - Report the name and contact information of the person/entity who analyzed the samples
 - List the method of analyses (Cross-Polarized Light Microscopy (CPLM) and/or polymerase chain reaction (PCR) analysis)
- Results of field sampling (presence or absence) and laboratory analyses (positive or negative)

3. Public accessibility to the reservoir(s):

The applicant must describe how the reservoir(s) is open and available to the public for recreation.

After the Statement of Eligibility has been completed through OLGA, if the applicant has answered 'no' to any of the eligibility questions, OLGA will not allow the applicant to continue to the application portion of the grant. It is imperative that the applicant follows the OLGA application instructions closely and completely. The guidelines, narrative instructions, templates and other information are available in OLGA under "Show Documents". If any required information is missing in the application, an error message will appear and OLGA will not allow the application to be submitted until the error has been addressed and cleared.

PROJECT APPLICATION

The following items are required for the application to be complete and are in OLGA in the order listed. Underlined documents must be uploaded into OLGA:

- Completed General Project Information
- Prevention Plan (if applying for a Tier 2 Project)
- Statement of Eligibility
- Reservoir Ownership/Management documentation
- Documentation to demonstrate that the reservoir is uninfested (early-detection mussel monitoring data)
- Declaration of Public access to the Reservoir for recreational activities
- District Identification (Senate and Assembly)
- Project Narrative
- Scope of Work with task and subtasks, Table of Deliverables
- Task Budget
- Line Item Budget
- Agency Organizational Chart (optional)
- Maps
- Facility Design, if applicable
- Environmental Clearance Checklist (CEQA)
- Permits, if applicable
- MOAs, lease agreements for control and operation of the Project site

- Draft Resolution/Orders or a Letter of Approval from an Executive Officer, or equivalent, if a governing body does not exist (See Grant Guidelines - Section B. Eligibility)
- Local Ordinances

Optional:

- Letters of Support

If any of the above required documents are not submitted, the application will be considered incomplete and will not be accepted.

All materials, including applications, attachments, and supporting documents, **MUST** be submitted electronically through OLGA by 5:00 pm on May 10, 2019. At the 5:00 pm deadline, OLGA will close, the applicant will be locked out of the system, and the application period will end.

To avoid possible disqualification due to late submission and to ensure that your application was submitted, run the validation process in OLGA. The validation process verifies that all information has been completed and all documents have been uploaded. It is recommended that you print a copy of the application and review it before submission to ensure all information is accurate. Once the application is submitted, the application cannot be retracted. To submit the application, you must hit the “Submit” button (not the “save” button) in OLGA system. OLGA will display a warning message that no changes can be made after submission. Once you confirm the submission, the system will display a message that your application has been successfully submitted. OLGA will send you a confirmation email and will also notify the QZ Grant Program that your application has been submitted. It is highly recommended that you submit your application packet at least a few hours ahead of the submission deadline to ensure that you have adequate time to correct any errors, if found, at the time of submission.

APPLICATION REVIEW AND EVALUATION

The Review Panel, composed of management and staff from DBW and CDFW’s Invasive Species Program, will review each completed application. The Application will be evaluated and scored by each member of the Review Panel, according to the selection criteria discussed in Section C. Following the review, the applications will be ranked by consensus of the Review Panel. Final selection of the Projects to be funded will be determined by DBW.

SECTION B. APPLICATION REQUIREMENTS

Resolution: If your agency is a local government agency with a governing board, you are required to submit a Resolution adopted by your governing board which authorizes the applicant entity to apply for funding from the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see attached template. **A draft Resolution, at a minimum, is required at the time of application. Grant award is contingent upon DBW receiving a signed Resolution before the grant agreement is executed.** A template is provided.

Letter of Approval: If you do not have a governing board, as is the case for a federal agency for example, you are required to submit with the application a Letter of Approval, which authorizes the applicant entity to apply for funding from the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see attached template.

The Letter of Approval shall be on agency letterhead. **A signed Letter of Approval is required at the time of application.** A template is provided.

As stated in Section A., ownership/management authority documentation is required at the time of grant application for all applicants. The applicant is also required to identify the specific page and/or paragraph number within the documents provided that identifies the applicant's ownership or management authority over the reservoir.

ELIGIBLE APPLICATIONS

Eligible applicants include, but are not limited to: cities, counties, districts, private entities, federally recognized Indian Tribes, nonprofit organizations (501)(c)(3). Applicant must own or manage a reservoir, or manage some aspect of the water in the reservoir, which could include the recreational aspects of the water in a reservoir, where recreational activities are permitted pursuant to Harbors and Navigation Code 676.1 and Fish and Game Code (FGC) § 2302. Sections A and B discuss the documentation required.

PROJECT ELIGIBILITY REQUIREMENTS

Tier 1- Planning/Assessment Projects

Tier 1 Projects are funded for the development of a written Prevention Plan that is compliant with FGC § 2302 and CCR Title 14 § 672.1(b). The Prevention Plan will include:

- Vulnerability assessment
- Monitoring program to detect the presence of adult and/or veliger dreissenid mussels
- Management of recreational activities to prevent the introduction of mussels and to keep them from being moved from the waterbody if present

Tier 2 - Implementation Projects

Implementation projects are those that function to implement mandated, CDFW-accepted Prevention Plans and can implement any or all components of the Prevention Program.

SECTION C. PROJECT SELECTION CRITERIA

Scoring and ranking of the application shall be based on:

- Administrative review: the completeness of the application; and
- Value: how well the Project contributes to prevention the spread of mussels and the risk of infestation at the reservoir.

Application

- Adherence to the Guidelines when completing the grant application.
- The description of the reservoir area and the history of use including types of recreational activities allowed, and prior improvement projects (i.e., boat launch ramps etc.).
- Provide a Scope of Work (SOW) that clearly identifies the tasks and subtasks in a logical manner.
- Clearly describe Project goals, tasks, and deadlines.
- Provide a complete and clear budget (task budget and line item budget) that lays out the cost for each item in the task budget.
- Demonstrate that the task budget aligns with each task in the SOW.

- Demonstrate the economical, ecological, and recreational impacts from a quagga and zebra mussel infestation to rural and urban reservoir.
- Demonstrate that the Project is technically feasible and can be completed within the two year timeframe.
- Demonstrate how the success of the proposed Project will be measured through appropriate assessment and monitoring techniques
- Demonstrate the relevant education, experience and expertise of the project team.
- Demonstrate if and how the Project can be duplicated in other reservoirs (transferability).

Anticipated benefit(s) of the project

- How the Project will assist in the prevention of a mussel infestation
- The relationship between previous and current projects, and how these projects coordinate to effectively prevent mussel infestation.
- The waterbody's risk of mussel introduction and establishment
- How this project integrates with other projects in the reservoir or a regional-scale Prevention Program.
- Utilizes the content of the California Natural Resources Agency's Guidebooks for Recreational Water Managers and Users and other relevant documents.
<https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels> (see higher priorities below).
- Appropriate mussel monitoring in the reservoir(s)
- Public education and outreach to inform visitors of the consequences of the introduction of quagga and zebra mussels, and to the public, the role they play, and contribution they can make towards preventing quagga and zebra mussel introduction.

HIGHER PRIORITY FOR FUNDING

Higher priority for funding is given to Projects that demonstrate the following:

- Higher risk of infestation based on the risk of mussel introduction.
- Higher risk of mussel establishment, as categorized by CDFW based on water chemistry (calcium, pH, salinity) data from the waterbody and best available science on dreissenid mussel biology and ecology.
- Projects that are part of and consider the benefits of a regional-scale Prevention Program and Plan for the prevention of a quagga and zebra mussel infestation.
- Projects that demonstrate and take into consideration the unique economic, ecological, and recreational impacts to rural and urban reservoirs from a quagga and zebra mussel infestation.

Applicants may be asked to adjust their SOW and request for funding based on funding availability.

AWARD OF FUNDING APPEAL PROCESS

The Applicant should submit a letter to the address below to appeal DBW's denial to award funding for an application. Describe the reason and the justification for the appeal. Cite any regulations, statute or division publications that supports the appeal. Contact the Deputy Director of the Division of Boating & Waterways at:

Write: Ramona Fernandez, Acting Deputy Director
One Capital Mall, Suite 500
Sacramento, CA 95814
Call: (888) 362-2822
Email: Ramona.Fernandez@parks.ca.gov

SECTION D. GRANT AGREEMENT

Successful grant applicants (grantees) will work with the DBW Grant Administrators for the development of the Grant Agreement for their Project. Work on the Project cannot begin until the Grant Agreement has been executed, or until approval has been provided by DBW for work to begin. The grantee must adhere to all stipulations in the Grant Agreement.

Instructions for the Scope of Work, Table of Deliverables, along with a Formatting Sample Scope of Work are available in OLGA, under "Show Documents".

The DBW has the right to discontinue the Project, if the Project is not making progress, the equipment purchased under the Grant Agreement is not maintained, or if funding is misused. In any of these cases, the grantee is responsible for reimbursement of the funds to the State.

AUDIT APPEAL PROCESS

The audits and appeals is described in the California Code of Regulations ("CCR"), Title 14, Division 4, Chapter 1, Article 1.6, § 5307.

Supplemental Information

Letters of Support may be submitted, but are not required. If submitting a Letter of Support, the letter is required to be on letterhead from the supporter. Support Letters from the CDFW or DBW are not appropriate, since both these agencies are involved in the grant review process.

SECTION E. REIMBURSEABLE PROJECT COSTS

Reasonable reimbursement Project costs are those that:

- Are for the development or improvement of a Prevention Plan which meets the requirements of Fish and Game Code ("FGC") § 2302, and CCR, Title 14, Section 672.1(b).
- Directly implement a local or regional quagga and zebra mussel infestation Prevention Plan which meets the requirements of FGC § 2302, and CCR Title 14, Section 672.1(b).
- Are associated with the investigation and inspection of a conveyance for the presence of quagga and zebra mussel prior to contact with the water in a reservoir.
- Are within the allowable funding limit and funding availability.

Examples of Reimbursable Projects:

TIER 1 – PLANNING/ASSESSMENT PROJECTS

- Revise an existing Prevention Plan to bring the Plan/Program into compliance with CDFW regulations.
- Develop a new Prevention Plan which will be accepted by CDFW.
- Project personnel for revising or developing a prevention plan (including benefits and overtime, as defined by grantee's established policies). First line supervisor/manager for oversight of staff, may qualify as well if they too are working directly on the Project.
- Early-detection mussel monitoring.

TIER 2 – IMPLEMENTATION PROJECTS

Projects may include, but are not limited to:

- Project personnel (including benefits and overtime, as defined by grantee's established policies). First line supervisor/manager for oversight of staff, may qualify as well if they too are working directly on the Project;
- Outreach: Purchasing posts and boards for displaying educational materials or signage, handouts for boater education (if more than QZ is presented in the materials, only the QZ proportion of the information within the materials will be reimbursed); media buys including but not limited to print, broadcast, digital and social media, public surveys and event space and displays.
- The development or implementation of an outreach plan (including the media used, the content, tools and staff needed to carry out the outreach plan (see the "Boat California Quagga & Zebra Mussel Prevention Quiz - Final Report" for an outreach plan example.)
- Materials/supplies such as purchasing bands and supplies for a banding program. Other types of materials/supplies are also considered, but materials or supplies must be listed out specifically in OLGA in the line item budget (For example: do not simply list "Materials/Supplies = \$1000," instead list the name/type of each material or supply for the field or for office use);
- Monitoring water quality and early-detection mussel monitoring (this includes services and supplies for monitoring adults and/or veligers;
- Inspection canines for outreach and the detection of adult mussels on watercraft;
- Equipment such as a mobile decontamination unit. Small scale storage sheds for decontamination units and/or decontamination supplies are also considered;
- Construction of a two-lane, concrete ramp installation or ramp entrance and/or mechanical arm(s) at ramp entrance(s);
- Installing a decontamination station;
- Creating a staging area for vehicles with trailers;
- Rental/lease for temporary restroom facilities for inspectors;
- Rental/lease for truck or watercraft; and
- Installation for utilities which supply drainage, gas, power, sewer, telephone, or water to connect equipment and other services needed for decontamination or other QZ prevention activities

Costs that are **NOT** reimbursable with the grant funding include, but are not limited to:

- Costs incurred outside the terms of the Grant Agreement ;

- Overhead costs which would otherwise be ongoing monthly costs (i.e. utilities, electricity, telephone, water, and fuel);
- Installation of a well;
- Personnel time spent enforcing the state or a local mussel sticker;
- Personnel time for management, if they are not directly working on the Project;
- Personnel leave time (sick leave and vacation hours);
- Personnel time not spent on the Project;
- Operation and maintenance costs not related to the Project;
- Purchase of equipment that is not an integral part of the Project;
- Purchase of trucks or watercraft;
- Purchase or construction of large scale buildings or multi-use buildings such as joint operation centers;
- Incentives (i.e. outreach giveaways);
- Establishing a reserve fund;
- Replacement of an existing funding source for ongoing programs;
- Expenses incurred in the preparation of an application for the DBW Grant Program; and
- Payments of principal or interest of existing indebtedness.

SECTION F. ADVANCE PAYMENT

Advanced funds may be available upon request by federal agencies pursuant to applicable laws and regulations. Approved advanced payments will be subject to:

- Quarterly reports as to the expenditures of these funds
- Quarterly progress reports stating the task, title, and deliverables.
- Advanced funds are limited to one task at a time. Upon receipt of deliverable(s) for said task, another advance can then be released.

A quarterly progress report shall be submitted even if no progress has been made during the quarter, and must be accompanied by a justification explaining why no progress has been made.

SECTION G. SPECIFIC REQUIREMENTS

Specific requirements are included in the Table of Deliverables within the Grant Agreement. This section notifies the applicant of the specific requirements the grantee will be responsible for under the Grant Agreement. The requirements include:

- Consistency with the Scope of Work during the application and review process.
- Consistency with approved line item and task budgets.
 - The total amount agreed upon for each line item is the maximum amount allowed to be reimbursed. For personnel for example, the hours and the rate of pay can be adjusted at the grantee's discretion during the grant term, as long as the total for the line item is not exceeded.
- Requests for either line item adjustments or an amendment, are at the approval of DBW. These requests will only be considered once, and no request will be considered within one year of the expiration of the grant agreement.
- Quarterly Progress Reports and invoicing, annual report, project summary, draft final/final report, and final Project Inspection/Completion certification. A quarterly

progress report shall be submitted even if no progress has been made during the quarter, and must be accompanied by a justification explaining why no progress has been made.

- Early-detection mussel monitoring data is required twice during the two year grant term (i.e. for the annual report, provide data that is dated within a year from the due date of the annual report; for the draft final report, provide data that is dated within a year from the due date of the draft final report).
- Consult with the California Department of Fish and Wildlife (CDFW) for the recommended method and frequency of early-detection mussel monitoring. Contact information for CDFW staff: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>
 - Optional early-detection mussel monitoring templates from CDFW are available at: <https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>
 - If using own format, minimum information includes:
 - Reservoir name;
 - County;
 - Sampling date;
 - Name and contact information of person who conducted the sampling;
 - Sampling method type (plankton tow(s), artificial substrate, or surface survey);
 - Sampling method used (reference the document that described the methodology used);
 - Depending on the method used, report: tow volume or surface area (square or linear metric) sampled;
 - For plankton tows:
 - Report the name and contact information of the person/entity who analyzed the samples
 - List the method of analyses (Cross-Polarized Light Microscopy (CPLM) and/or polymerase chain reaction (PCR) analysis)
 - Results of field sampling (presence or absence) and laboratory analyses (positive or negative)

Additional requirements for Tier 2 Projects:

- Construct a survey plan and a survey and disseminate to the public (waterway users) to assess public knowledge on QZ prevention methods including the clean, drain and dry process (template is provided).
- Participate in at least three community outreach events educating the public about the effects of a dreissenid mussel infestation and the reservoir's prevention plan.
- Post funding signage within the first year of the QZ Grant.
- Data from ramp monitor contacts for inspection/decontamination activities, if applicable.
- Provide copies of final CEQA/NEPA Documentation and any public agency approvals or permits, as applicable.

For more Information on the QZ Grant Program, please visit our website:

<http://dbw.parks.ca.gov/QZGrant>. For Questions: QZGrant@Parks.ca.gov

DEFINITIONS

Applicant – means an entity that files an application for funding under the provision of the California State Parks Division of Boating and Waterways (DBW) Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant Program).

Application Packet – required information submitted to DBW to request funding for a project.

Biennial Grant Term -- the QZ grant term is for two years.

California Environmental Quality Act (CEQA) – is a statute that requires state and local agencies to identify the significant environmental impact of their actions and to avoid or mitigate those impacts, if feasible.

Conveyance – is the action of transporting someone or something from one place to another. For purposes of the QZ Grant Program, conveyance includes boats and other watercraft, and associated vehicles, containers, and trailer that may carry or contain adult or larval dreissenid mussels (Harbors and Navigation Code Section 676(d)).

Contract – is an agreement between two parties in the form of a legal document which is binding.

Dreissenid Mussels – is the genus of freshwater mussels containing quagga and zebra mussels.

Early-Detection Mussel Monitoring – field monitoring at the reservoir, for quagga and/or zebra mussels, where data from plankton tows, artificial substrates, and/or surface surveys is collected and analyzed, as applicable. This data is used to demonstrate that the reservoir is uninfested.

Eligibility – means the criteria that must be met to apply for funding.

Eligible Applicant – is an applicant that meets the eligibility requirements set forth in the Grant Guidelines.

Equipment – means tangible property that has a normal useful life of at least one year and has a unit acquisition cost of at least \$5000 (i.e. five identical assets which cost \$1000 each, for a total of \$5000, would not meet this requirements). Equipment does not include expendable items.

Evaluation/Selection Criteria – means a set of requirements used to select a project for a given program or funding.

Implementation Project – refers to on-the-ground project, such as watercraft inspections, a small scale construction project, equipment etc. It is referred to as a Tier 2 Project.

Ineligible Applicant – is an applicant that does not meet the eligibility criteria to apply for funding.

Ineligible Projects – means projects that do not meet the eligibility criteria for funding. See the Grant Guidelines document for eligibility.

Letter of Approval – is similar to a Resolution, however the letter of approval is utilized when there is no governing board. It is signed by an executive officer and authorizes a designated representative's title to sign the application, contract/agreement, claims for reimbursement/payment, etc. A template is available.

Milestones – are intermediate steps or checkpoints to track the success of the project in meeting its goals.

National Environment Protection Act (NEPA) – is a process to ensure that environmental factors are weighted equally when compared to other factors in the decision making process undertaken by federal agencies. Federal projects require NEPA compliance. A project is subject to NEPA if it; requires a federal permit, entitlement, or authorization, requires federal funding, will occur on federal land, or is jointly carried out by a federal agency.

Nonprofit Organization – means any California corporation organized under Sections 501c (3), 501(c)(4), or 501(c)(5) of the Federal Internal Revenue Code.

Planning and Assessment Project – consists of planning or assessment to develop a Prevention Plan meeting the requirements of Fish and Game Code Section 2302, and California Code of Regulations, Title 14, Section 672.1(b). It is referred to as a Tier 1 Project.

Prevention Plan – is document which includes an organized approach to prevent the spread of dreissenid mussel into a defined reservoir and shall include public education, monitoring, and inspection for infestation. A Prevention Plan must meet the requirements found in Fish and Game Code Section 2302 and California Code of Regulations, Title 14, Section 672.1(b).

Private Party/Entity – refers to an entity that is not a unit of government, including but limited to a corporation, partnership, company, nonprofit organization or other legal entity or natural person.

Project – refers to the entire set of actions, including planning, permitting, constructing, monitoring, and reporting on all of the proposed activities, including structural and non-structural implementation of dreissenid mussel prevention activities that are conducted as part of a QZ Grant. Projects are either Planning and Assessment projects, or Implementation projects. A Planning and Assessment Project is the preparation or revision of a Prevention Plan. An Implementation Project can include but is not limited to: watercraft inspection stations and inspectors, launch monitors, watercraft decontamination processes and decontamination equipment, educational signage and outreach, banding programs, mussel monitoring, installation of mechanical ramp arms, etc.

Project Area – refers to the geographical boundaries, as defined by the applicant, which encompasses the area where the project will be planned/implemented, including the area where the benefits and impacts of project implementation and planning activities extend. For projects developing a Prevention Plan, the project area must include the entire area covered in the planning activities.

Project Eligibility – mean that the project must meet specific requirements to be eligible for funding. See the Grant Guidelines document.

Proposal – refers to all of the supporting documentation submitted that details the project and

actions that are proposed for funding pursuant to an application for a grant.

Public Agency – is any city, county, district, the State, federal government, or any agency or department thereof.

Quagga Mussel – a species of non-native dreissenid mussel, *Dreissena rostriformis bugensis*
Reasonable Regulatory Costs – include program costs associated with the investigation and inspection of a conveyance for the presence of dreissenid mussels prior to contact with a reservoir or costs incident to the implementation of a Prevention Plan.

Regional-Scale Prevention Plan – this plan shall include the impact such as; an economic, ecological, recreational, and/or other regional impacts from a dreissenid mussel infestation in surrounding areas. It is developed through a coordinated effort that involves multiple agencies within a regional area. The components of the program could vary based on the situation.

Reservoir – Section 6004.5 of the California Water Code, defines a “reservoir” as “any reservoir which contains or will contain the water impounded by a dam”.

Resolution – Similar to a Letter of Approval, a resolution is a formal document from an official governing body, i.e., City, Council, County Board of Supervisors, Harbormaster, Port District, etc. which authorizes a designated representative(s) title to sign the application, contract/agreement, and any claims for payment or reimbursement. A template is available.

Review Panel – Panel composed of State Parks/DBW and California Department of Fish and Wildlife (CDFW) staff and management who review, evaluate, score, and rank the project proposals to determine award funding.

Submersive Material – a hard surface material used in reservoirs to detect mussels. When the material is submersed in water, the mussels will attach to the hard surface. This is used as a monitoring device for the detection of mussel infested waters.

Submersive materials may include plankton tows, and artificial substrates (PVC pipe and plates with a cable) that are lowered into the reservoir.

Vulnerability Assessment – is a portion of a Prevention Plan which assesses the likelihood of a dreissenid mussel introduction and infestation. It is a written document that identifies all activities and actions that occur at the reservoir and evaluates the potential for introducing quagga and zebra mussels to the reservoir.

Zebra Mussel - is a species of non-native Dreissenid mussel, *Dreissena polymorpha*.

RESOLUTION/LETTER OF APPROVAL TEMPLATE

Template 1: Resolution:

If your agency is a local government agency with a governing board, you are required to submit a Resolution adopted by your governing board which authorizes the applicant entity to apply for funding from the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see attached template. A draft Resolution, at a minimum, is required at the time of application. Grant award is contingent upon DBW receiving a signed Resolution before the grant agreement is executed. Ownership/management authority documentation is required at the time of grant application. The applicant is also required to identify the specific page and/or paragraph number within the documents provided that identifies the applicant's ownership or management authority over the reservoir.

Template 2: Letter of Approval:

If you do not have a governing board, as is the case for a federal agency for example, you are required to submit with the application a Letter of Approval, which authorizes the applicant entity to apply for funding from the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see attached template. The Letter of Approval shall be on agency letterhead. A signed Letter of Approval is required at the time of grant application, as well as ownership/management authority documentation. The applicant is also required to identify the specific page and/or paragraph number within the documents provided that identifies the applicant's ownership or management authority over the reservoir.

New for 18/19 Grant Cycle: Harbors and Navigation Code Section 676.1 (SB 790):

Pursuant to newly enacted HNC Section 676.1, any "person or entity who manages any aspect of the water in a reservoir..., where recreational, boating, or fishing activities are permitted," is eligible to apply for a QZ Grant, as long as the other eligibility requirements are also met. If an applicant itself does not have all legal authority needed to carry out all aspects of the grant contract, such as a land owner would, the applicant will be required to document that they have obtained all legal authorizations needed from all applicable entities to carry out all aspects of the Grant Agreement. Documentation for legal authorizations is required at the time of application.

Proof of Ownership:

To document that the applicant has ownership authority over the reservoir, the applicant is required to provide the water license/rights/legislative code (e.g., California Water Code etc.) or grant deed that declares them owners of the reservoir.

Proof of Management Authority:

To document that the applicant has the appropriate management authority over the reservoir, the applicant is required to provide the contract between the owner of the reservoir and the applicant that demonstrates that the applicant has authority to conduct the following activities at the reservoir, including but not limited to:

- Manage the reservoir, or manage some aspect of the water in the reservoir, which could include but is not limited to the recreational aspects of the water in the reservoir;
- Apply to DBW for a QZ Grant;
- California State Parks Division of Boating and Waterways
- Quagga and Zebra Mussel Infestation Prevention Grant Program
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- Construct, operate, and maintain the appropriate infrastructure, as applicable;

- Post signage, as applicable;
- Prepare Prevention Plan documentation, in accordance with Fish and Game Code Section 2303 and California Code of Regulations Title 14, Section 672.1(b) requirements, as applicable;
- Monitor for water chemistry and quagga and zebra mussels;
- Conduct and monitor boater inspection and decontamination activities, as applicable; and
- Conduct public/boater outreach for the reservoir; as applicable.

TEMPLATE 1

RESOLUTION No. _____

WHEREAS, prior to the State of California, Department of Parks and Recreation Division of Boating and Waterways' (DBW) approval of an executed Grant Agreement, said **(Applicant entity's legal name (agency/department)/Board of Directors)** is required to pass a resolution, authorizing a designated representative(s) to execute said Application, Grant Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Reimbursement Claim Form and Quarterly Progress Reports, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form (as applicable); and

Insert one of the next two paragraphs, as applicable, pursuant to Harbors and Navigation Code Section 676.1 and Fish and Game Code Section 2302:

If applicant is an owner of the reservoir with legal authority to carry out all aspects of the QZ Grant Program requirements, use the following standard paragraph:

WHEREAS, (Applicant entity's legal name) has the legal authority to manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach for **(name of reservoir)**; and to apply to DBW for a grant up to the amount of \$_____ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

If applicant is not an owner of the reservoir and does not have legal authority over all aspects of the QZ Grant Program requirements at the reservoir, use the following standard paragraph and provide information as applicable. The first portion of the paragraph includes the existing authorities of the applicant, the last portion of the paragraph lists those authorities that were secured from other entities:

WHEREAS, (Applicant entity's legal name) has the legal authority to manage or conduct the following activities at **(name of reservoir)**: (for example, **insert authorities, as applicable**: manage the water, construct, operate, and maintain infrastructure, post signage, prepare QZ Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach) for **(name of reservoir)**; and Applicant will provide documentation of such legal authority to DBW upon grant application, from **(insert other entity's name or entities names)** to **(insert as applicable**: construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach), and apply to DBW for a grant up to the amount of \$_____ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

WHEREAS, (Applicant entity's legal name) desires to develop or implement a plan for the prevention of an infestation of the quagga and zebra mussel for **(name of reservoir)**; and

WHEREAS, (Applicant entity's legal name) pursuant and subject to all of the terms and provisions of the Quagga and Zebra Mussel Infestation Prevention Grant Program, application is hereby made to DBW for funding.

NOW THEREFORE BE IT RESOLVED that **(the Authorized Representative [use position title])** of said **(Applicant entity's legal name)** is hereby authorized and directed to do the following acts, including but not limited to:

1. Cause the necessary data to be prepared and application to be signed and filed with DBW; and
2. Sign the DBW Quagga and Zebra Mussel Infestation Prevention Grant Agreement and any amendments thereto; and
3. Approve Claims for Reimbursement; and
4. Execute the Budget and Expenditure Summary; and
5. Sign the Contractor's Release Form; as applicable; and
6. Certify that the project is complete, and ready for final inspection, as applicable.

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** for the **(name of reservoir)** on **(day)** of **(month/year)**.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Clerk of said _____:

TEMPLATE 2

LETTER of APPROVAL

If the applicant does not have a governing board, as is the case for a federal agency for example, the applicant is required to submit a Letter of Approval which contains the following items, provided on the applicant's agency letterhead:

1. Prior to the State of California Department of Parks and Recreation Division of Boating and Waterways' (DBW) approval of an Application, said **(Applicant entity's legal name/agency/department)** is required to:

Provide approval, authorizing a designated representative(s) to execute the Application, Grant Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Reimbursement Claim Form and Quarterly Progress Reports, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form (as applicable).

2. **Insert one of the next two paragraphs, (a) or (b) as applicable, pursuant to Harbors and Navigation Code Section 676.1 and Fish and Game Code Section 2302:**

- a. **If applicant is an owner of the reservoir with legal authority to carry out all aspects of the QZ Grant Program requirements, use the following standard paragraph:**

(Applicant entity's legal name) has the legal authority to carry out all of the following actions at (name of reservoir): manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach for (name of reservoir); and apply to DBW for a grant up to the amount of \$_____ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

- b. **If applicant is not an owner of the reservoir and does not have legal authority to carry out all aspects of the QZ Grant Program requirements at the reservoir, use the following standard paragraph and provide information as applicable. The first portion of the paragraph includes the existing authorities of the applicant, the last portion of the paragraph lists those authorities that were secured from other entities:**

(Applicant entity's legal name) has the legal authority to manage or conduct the following activities at **(name of reservoir)**: for example, manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach) for **(name of reservoir)**; and Applicant will provide documentation of such legal authority to DBW upon grant application, from **(insert other entity's name or entities names)** to **(insert as applicable: manage the water, construct, operate, and maintain infrastructure, post signage,**

prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach), and make an application to DBW for a grant up to the amount of \$_____ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

3. **(Applicant entity's legal name)** desires to develop or implement a plan for the prevention of an infestation of the quagga and zebra mussel for (name of reservoir); and
4. **(Applicant entity's legal name)** pursuant and subject to all of the terms and provisions of the Quagga and Zebra Mussel Infestation Prevention Grant Program, application is hereby made to DBW for QZ grant funding.

(The Authorized Representative [use position title]) of said (Applicant entity's legal name) is hereby authorized and directed to do all of the following, including but not limited to:

- Cause the necessary data to be prepared and application to be signed and filed with DBW; and
- Sign the DBW Quagga and Zebra Mussel Infestation Prevention Grant Agreement and any amendments thereto; and
- Approve Claims for Reimbursement; and
- Execute the Budget and Expenditure Summary; and
- Sign the Contractor's Release Form, as applicable; and
- Certify that the project is complete, and ready for final inspection, as applicable.

Signature:_____

Print Name:_____

Title:_____

Date:_____